

Recreation Center Supervisor - 3011

Primary Reason Why Classification Exists

To plan and implement varied recreational activities for multiple age groups of citizens

Essential Duties

- Implements and supervises the activities and programs of a municipal recreation center
- Opens, closes, supervises, and maintains a recreation center property
- Responds to questions from recreation center guests and callers; provides information on facility operations, cost of programs, rentals and other program information
- Participates with the training, scheduling, and supervising seasonal volunteers and instructors
- Coordinates the registration process for programs; collects payments and performs other clerical and administrative duties
- Supervises the operations of concessions and vending services for the facility
- Develops, coordinates, and implements social, cultural, arts, and other programs for the facility; markets and promotes programs
- Supervises program participants and directs them in activities and games
- Evaluates participant interests and makes recommendations to fulfill desires
- Maintains various records and files including reports of participation in center activities
- Ensures center and grounds are clean and prepared for activities
- Enforces departmental rules and regulations to ensure safety of participants
- Implements after school programs, special events, and group/organizational events
- Scans patrons when entering facility for security purposes
- Performs related tasks as required

Knowledge, Skills, and Abilities

- General knowledge of the principles and theories of recreation programming and operation of recreation facilities
- General knowledge of the rules and regulations of various indoor and outdoor athletic programs including recreational games
- General knowledge of first aid and safety procedures
- Ability to maintain order and enforce the rules and regulations in a public facility
- Ability to follow oral and written instruction
- Ability to prepare and present oral and written reports
- Ability to establish and maintain effective working relationships with participants, associates, and the general public
- Ability to work flexible schedules including nights and weekends dependent on programs and activities

Physical Requirements

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects. Work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions. Vocal communication is required to express or exchange ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required to operate motor vehicles or equipment,

determine the accuracy and thoroughness of work, and observe general surroundings and activities

Education and Experience

Graduation from an accredited college or university with a Bachelor's degree in recreation, health, physical education, or related field and 1 - 2 years of recreation and sports programming experience; or any combination of education and experience which will provide the knowledge and experience required to meet the duties of the position

Special Requirements

- Valid North Carolina driver's license
- Certified in first aid, CPR, and AED

FLSA Status: Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate for all hours worked in excess of 40 hours in the City's official work week and not the employee's work schedule)

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

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